

Application and Verification Guide

2020–2021

Introduction	1
CHANGES FOR 2020–2021	1
Chapter 1: The Application Process: FAFSA to ISIR	3
TYPES OF APPLICATIONS.....	3
<i>FAFSA online, myStudentAid mobile app featuring myFAFSA, FAA Access to CPS Online, Paper (PDF) FAFSA, FAFSA on the phone, FSA ID, Renewal FAFSA, FAFSA filers under the age of 13</i>	
PROCESSING THE FAFSA.....	5
OUTPUT DOCUMENTS: THE SAR AND ISIR	6
DEADLINES.....	7
<i>Websites for students, Resources for schools</i>	
Chapter 2: Filling Out the FAFSA	9
STEP ONE: GENERAL STUDENT INFORMATION	9
<i>Questions 1–31, IRS Data Retrieval Tool, Definitions, No income reported on the FAFSA, Married filing separately, EFA or not?</i>	
STEPS TWO AND FOUR: INCOME AND ASSETS	16
<i>Questions 32–44 (and questions 79–94 for parents), Qualified education benefits, Reporting “take-back” mortgages, Reporting trust funds, Ownership of an asset</i>	
STEP THREE: DEPENDENCY STATUS.....	27
<i>Questions 45–57, Who does and does not count as a parent on the FAFSA?, Other sources of support for children and other household members, Veteran match, Documentation of foster youth</i>	
STEP FOUR: PARENTS’ INFORMATION (DEPENDENT STUDENTS ONLY).....	34
<i>Questions 58–78, 83 (see Step Two for discussion of questions 79–82, 84–92); Reporting information in cases of death, separation, divorce, and remarriage</i>	
STEP FIVE: INDEPENDENT STUDENT DATA	39
<i>Questions 93–100</i>	
STEP SIX: SCHOOL INFORMATION.....	40
<i>Questions 101</i>	
STEP SEVEN: SIGNATURE(S)	40
<i>Questions 102–106, Signatures for electronic applications, Signature requirements chart</i>	

Chapter 3: Expected Family Contribution (EFC)	45
GENERAL INFORMATION	45
SIMPLIFIED FORMULA.....	45
AUTOMATIC ZERO EFC	46
DEPARTMENT OF DEFENSE MATCH AND IRAQ AND AFGHANISTAN SERVICE GRANT.....	47
ALTERNATE EFCS.....	47
THE EFC WORKSHEETS	47
<i>Negative AGI or zero?</i>	
FORMULA A—DEPENDENT STUDENTS.....	48
<i>Parents' contribution, Student's contribution from income, Student's contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA B—INDEPENDENT STUDENT WITHOUT DEPENDENTS OTHER THAN A SPOUSE	51
<i>Contribution from available income, Contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA C—INDEPENDENT STUDENT WITH DEPENDENTS OTHER THAN A SPOUSE	53
<i>Available income, Contribution from assets, Calculation of student's EFC, Alternate EFCs for other than nine-month enrollment</i>	
EFC WORKSHEETS	57
<i>Formula A, Formula B, Formula C</i>	
Chapter 4: Verification, Updates, and Corrections	85
REQUIRED POLICIES AND PROCEDURES	85
<i>Verification selection and PJ</i>	
APPLICATIONS AND INFORMATION TO BE VERIFIED.....	86
<i>School-selected verification, Verification tracking groups, Changing tracking groups, Reporting results for groups V4 and V5, Verification exclusions, Verification following disasters, HEROES Act modifications</i>	
DOCUMENTATION	91
<i>Documenting AGI, taxes paid, and other tax data with the DRT; Using the tax transcript; Using a joint return to figure individual AGI and taxes paid; Rollovers and verification; Using the tax return; If a W-2 is not available; Immigrants and tax filing; Special situations; Household size; Number in college; High school completion; ATB alternatives for high school completion; Identity and statement of educational purpose</i>	
INTERIM DISBURSEMENTS	103
<i>Overpayments from interim disbursements, Schools that can't make interim disbursements</i>	

UPDATING INFORMATION	104
<i>Parent remarriage after applying</i>	
CORRECTING ERRORS.....	104
CHANGES IN A SELECTED APPLICANT'S FAFSA.....	105
<i>Campus-based and DL changes, Pell changes, Selection after disbursement, Disbursing unsubsidized aid, After documentation is complete</i>	
HOW TO SUBMIT CORRECTIONS AND UPDATES.....	106
<i>Using the online FAFSA, Submitting changes via FAA Access to CPS Online or EDE, Using the SAR to make corrections, Adding schools and changing a student's address, Corrections by phone limited to processor errors, Signatures</i>	
DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION	108
<i>Campus-Based and DL, Pell Grants, Other considerations, Late disbursements, Verification status codes</i>	
SUGGESTED VERIFICATION TEXT.....	110
<i>2020–2021 Suggested verification text</i>	
 Chapter 5: Special Cases.....	125
PROFESSIONAL JUDGMENT.....	125
<i>Entire text of the HEA section on PJ, Students without parent support, Refusing or reducing a loan</i>	
DEPENDENCY OVERRIDES.....	129
<i>Unable to provide parent data, Overrides and professional judgment</i>	
CONFLICTING INFORMATION	131
<i>Subsequent ISIRs, Discrepant tax data, Marital and tax filing status, Resolution of conflicting information</i>	
REFERRAL OF FRAUD CASES.....	132
<i>Office of Inspector General address and phone numbers, FSA Feedback Center</i>	
UNACCOMPANIED HOMELESS YOUTH	133
<i>Homeless youth definitions, Confirmation not required</i>	

